

**Michael Jay Davidson 903-714-8828**

**Human Resources Experience Highlights**



**M. J. DAVIDSON**

**Analyst  
Employment & Support Staff  
Development  
Employee Relations  
SHELL OIL COMPANY**

**One Shell Plaza  
P. O. Box 2463  
HOUSTON, TEXAS 77001  
(713) 241-4591**

*Corporate Headquarters - 5,000+ Houston employees*

- Responsible for technical and support staff recruiting for multiple Shell Houston locations.
- Heavy daily face-to-face interview schedule to screen potential departmental referrals.
- Lead support staff in applicant screening, testing, scheduling, disposition and record keeping.
- Consistently top staff recruiter with highest departmental satisfaction and candidate-match ratings.



**Michael J. Davidson  
Employment Manager**

**QUBE Cable Houston**

8400 West Tidwell  
Houston, Texas 77040  
(713) 462-1900

*Cable system joint venture between Warner Communications and American Express - 1000+ employees*

- Responsible for all employment functions including specialized recruiting, interviewing and reference checking.
- Trained management on Lawful Interviewing, Performance Appraisal and Zenger-Miller Supervision program.
- Developed and delivered a modular New Employee Orientation program, including benefits enrollment.
- Administered compliance reporting for the EEOC, OSHA, DOL and the Texas Employment Commission.

**Michael J. Davidson  
Specialist  
Employee Relations DSO**



**Dealer Products Group  
The Trane Company  
Troup Highway  
Tyler, TX 75711  
214 581 3025**

*Corporate Headquarters - Dealer Products Group - 1000+ employees*

- Developed Trane DPG's initial corporate college recruitment program for sales and management fast-track candidates.
- Provided generalist human resources services and support for more than 30 remote offices nationwide.
- Developed regional compensation factors to allow equitable geographic transfers and promotions.
- Resolved multiple EEO issues without regulatory or other third-party involvement.

**The University of Texas  
Medical Branch at Galveston**



**Michael J. Davidson  
Employee Relations Representative**

Department of Human Resources  
Room 241, Administration Building  
Galveston, Texas 77555-0139

**(409) 772-8679**

*Medical school/tertiary care teaching hospital system with mission triad of patient care, teaching and research. 10,000+ employees*

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| Counseled management on policies and procedures.           | Advised management on all serious disciplinary action planned. |
| Developed Supervisor's Guide to Corrective Action program. | Administered grievance and appeals policies.                   |
| Automated exit interview data capture and analysis.        | Revised employee handbook.                                     |
| Answered employee policy and procedure inquiries.          |  |

The University of Texas  
Medical Branch at Galveston



Michael J. Davidson  
Manager of Compensation  
Compensation and Benefits Division

Department of Human Resources  
Room 219, Administration Building  
Galveston, Texas 77555-0139

(409) 772-2754

Provided management consulting on compensation issues.

Conducted published healthcare salary and benefits survey.

Implemented Hay job evaluation system campus-wide.

Created initial job families for PC, Server and Network support.

Implemented organization's first budgeted merit increases.

Deployed initial Administrative and Professional Salary Plan.

Administered Exempt, Faculty and Non-exempt pay plans.

Conducted or participated in multiple compensation surveys.

*UTMB Mediation Team*

*Michael  
Davidson*



Charter member of the UTMB Mediation team.

Charter member of the UTMB Diversity Training team.

Chaired HAY Job Evaluation Committee.

Served on multiple task forces and standing committees.

American Association of Medical Colleges

College and University Personnel Association

American Society for Personnel Administrators

Houston Personnel Association